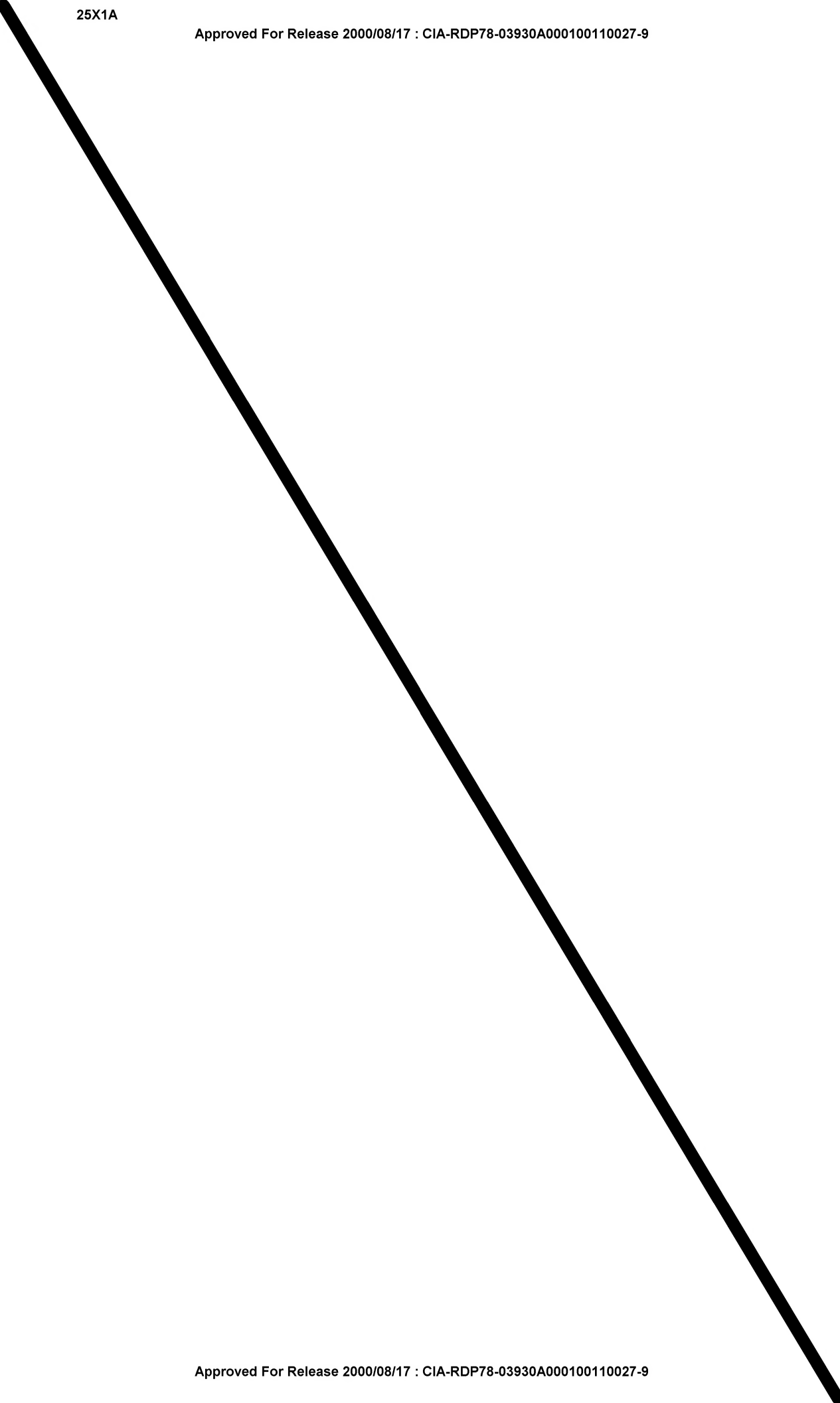Training
    officer
        Orientation
            (916)
    1959

S=E=C=R=E=T

TRAINING OFFICER ORIENTATION
(Course Outline)

19 May 1959

Time	Location Room	Building	Subject	Person Responsible
0900 - 1000	2623	Qtrs. Eye	1. Training as a Support Service 25X1A	██████████
			a. Agency training concepts	
			b. Mission of Director of Training	
			c. OTR in relation to major components	
			d. Role of Training Officer	
			e. Services of Registrar Staff	25X1A
1000 - 1130	2605	Qtrs. Eye	2. Information Services	██████████
			a. Support of Internal Training	
			(1) OTR Publications	
			(a) Bulletin (Regular & Special)	
			(b) Catalog of Courses	
			(2) Oral Inquiries	
			b. Support of External Training	
			(1) Library of university catalogs	
			(2) Brochures on Governmental programs	
			c. Training Statistics	25X1A
1130 - 1200	2204	Alcott Hall	SCHOOL OF INTERNATIONAL COMMUNISM AND THE U.S.S.R. (Visit and Briefing)	██████████

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TRAINING OFFICER ORIENTATION
(Course Outline)

Time	Location Room	Building	Subject	25X1A	Person Responsible
1300 - 1530	2608	Qtrs. Eye	3. OTR Responsibility for External Training		▮▮▮▮▮▮▮▮

    a. Kinds of Programs

        (1) Government
        (2) Non-Government

    b. Initiation and Endorsement of Requests

    c. Processing and Review in OTR

        (1) Verification of slot
        (2) Determination of costs
        (3) QRP consideration, if appropriate
        (4) Approval or other disposition

    d. Administrative Action on Approved Requests

        (1) Travel Orders
        (2) Cover arrangements
        (3) Briefing and debriefing of students
25X1A   (4) Records and reports

    e. ▮▮▮▮▮▮▮▮▮

    f. ▮▮▮▮▮▮▮▮▮

25X1A ▮▮▮▮▮▮▮▮

| 1530 - 1700 | 2013 | R & S | INTELLIGENCE SCHOOL (Visit and Briefing) | | |

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S-E-C-R-E-T

<u>TRAINING OFFICER ORIENTATION</u>
(Course Outline)

20 May 1959

Time	Room	Location Building	Subject	Person Responsible
0900 - 1030	2611	Qtrs. Eye	4. Language Development Program	25X1A
			a. Agency Sponsorship	
			b. Kinds of Training	
			(1) Directed	
			(2) Voluntary	
			c. Types of Awards	
			d. Eligibility	
			e. Administrative Procedures	
1030 - 1200	1807	Qtrs. Eye	LANGUAGE AND AREA SCHOOL (Visit and Briefing)	25X1A
1300 - 1530	2617	Qtrs. Eye	5. Arranging for OTR Courses	
			a. Prerequisites	
			b. Submission of Training Requests	
			c. Handling within sponsoring Office	
			d. Registration and processing	
			(1) Recording applications	
			(2) Verifying eligibility and qualifications	
			(3) Preparation of official Student Rosters and Trainee Data Cards	
1530 - 1700	201-C	25X1A	OPERATIONS SCHOOL (Visit and Briefing)	25X1A

S-E-C-R-E-T

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TRAINING OFFICER ORIENTATION
(Course Outline)

21 May 1959

Time	Location Room	Building	Subject	Person Responsible
0900 - 1030	2617	Qtrs. Eye	5. Arranging for OTR Courses (Contd)	25X1A
			e. Post-Training Procedures	
			(1) Processing final class roster	
			(2) Individual Training Records (IBM)	
			(3) Reports on OTR course activities	
1030 - 1200	1331	R & S	ASSESSMENT AND EVALUATION STAFF (Visit and Briefing)	
1300 - 1400	2620	Qtrs. Eye	6. Component Training Responsibilities	
			a. Agency 5%-in-training policy	
			b. Establishment of courses	
			7. Agency Training Requirements	
1400 - 1500	2525	Qtrs. Eye	JUNIOR OFFICER TRAINING PROGRAM (Visit and Briefing)	
1500 - 1600	2623	Qtrs. Eye	8. Registrar Staff Plans and Goals	
			9. Critique	
1600	11	25X1A	MEETING WITH DIRECTOR OF TRAINING	Matthew Baird

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Next 7 Page(s) In Document Exempt

S-E-C-R-E-T

TRAINING OFFICER ORIENTATION

Number	Dates	Total Enroll	C.I.A. Comp.	Incomp.	Others	Remarks	Appli. Not Enrolled
4	3 Mar - 5 Mar	4	4				
5	7 Apr - 9 Apr	4	4				
6	19 May - 21 May	4	4				
7	20 Oct - 22 Oct	6	6				
		18	18				